

Office of Personnel Management

§ 410.204

appropriate level in the agency, as determined by the head of the agency. This includes training that:

- (1) Supports the agency's strategic plan and performance objectives;
 - (2) Improves an employee's current job performance;
 - (3) Allows for expansion or enhancement of an employee's current job;
 - (4) Enables an employee to perform needed or potentially needed duties outside the current job at the same level of responsibility; or
 - (5) Meets organizational needs in response to human resource plans and re-engineering, downsizing, restructuring, and/or program changes.
- (e) *Retraining* means training and development provided to address an individual's skills obsolescence in the current position and/or training and development to prepare an individual for a different occupation, in the same agency, in another Government agency, or in the private sector.
- (f) *Continued service agreement* has the meaning given to service agreements in section 4108 of title 5, United States Code.
- (g) *Interagency training* means training provided by one agency for other agencies or shared by two or more agencies.
- (h) *State and local government* have the meanings given to these terms by section 4762 of title 42, United States Code.

Subpart B—Planning for Training

§ 410.201 Responsibilities of the head of an agency.

As stated in section 4103 of title 5, United States Code, and in Executive Order 11348, the head of each agency shall:

- (a) Establish, budget for, operate, maintain, and evaluate a program or programs, and a plan or plans thereunder, for training agency employees by, in, and through Government and non-Government facilities;
- (b) Determine policies governing employee training, including a statement of broad purposes for agency training, the assignment of responsibility for seeing that these purposes are

achieved, and the delegation of training approval authority to the lowest possible level; and

- (c) Establish priorities for training employees and provide for funds and staff according to these priorities.

§ 410.202 Integrating employee training and development with agency strategic plans.

(a) Agencies shall include mission-related training and development in agency strategic planning to ensure that:

- (1) Agency training strategies and activities contribute to mission accomplishment; and

(2) Organizational performance goals are met.

(b) Agency human resource development programs and plans should:

- (1) Improve employee and organizational performance; and
- (2) Build and support an agency workforce capable of achieving agency mission and performance goals.

§ 410.203 Assessing organizational, occupational, and individual needs.

(a) *Assessment*. Section 303 of Executive Order 11348 specifies the responsibility of heads of agencies to assess agency training needs annually.

(b) *Method*. The method an agency uses to conduct training needs assessment shall meet the requirements of chapter 41 of title 5, United States Code, Executive Order 11348, and this subpart.

§ 410.204 Options for developing employees.

Agencies may use a full range of options to meet their mission-related organizational and employee development needs, such as classroom training, on-the-job training, technology-based training, satellite training, employees' self-development activities, coaching, mentoring, career development counseling, details, rotational assignments, cross training, and developmental activities at retreats and conferences.